

ADMINISTRATIVE-INTERNAL USE ONLY

OCIC-M74-110
23 October 1974

MEMORANDUM FOR: Chief, Records Administration Branch, ISAS/DDA
FROM : Chief, Information Control Staff, OC
SUBJECT : 1963 and 1964 Lateral Cables
REFERENCE : Book Dispatch No. 5124, dated 3 September 1965

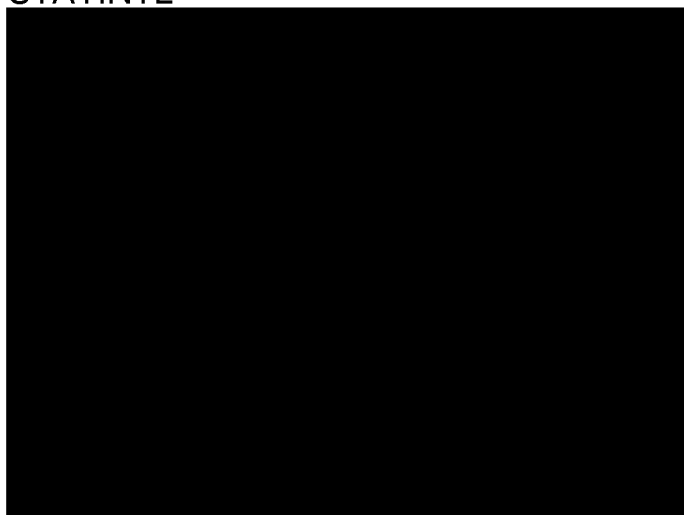
1. It is requested that OC-IC be given the authority to dispose of the 15 boxes of 1963 and 1964 lateral cables stored in the Vital Documents section of the Records Center.

2. The requirement for sending in these cables from the field was discontinued in 1964. These cables have not been referred to since they were deposited.

STATINTL

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CONCURRENCE:
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OC

24 Oct. 1974
Date

25 OCT 1974
Date

31 Oct 74
Date

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Book Dispatch No. 4633

Date 20 OCT 1964

TO : Chiefs of all Stations and Bases

FROM : Chief, [REDACTED]

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SUBJECT : Change in Submission of Lateral Cable Traffic to Headquarters

ACTION : As Indicated

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1. [REDACTED] paragraph 42 contains the following requirement:

"Lateral cables which do not include headquarters as an addressee, or are not relayed through the headquarters Signal Center, will be forwarded to headquarters annually for archiving. This function will be performed by the field signal center of the originating installation, and the cables will be forwarded through KUCLUB pouch channels."

Such cables, including RADNOTES and CRYPTOS, are in fact forwarded to headquarters by the field signal center on a monthly basis in accordance with paragraph 8104 of [REDACTED] issued by KUCLUB. Upon receipt, KUCLUB passes the cables, except the CRYPTOS, to the Cable Secretariat where they are made available for division review, after which they are automatically placed on file for 15 years. The handling, review and filing of these cables requires the expenditure of considerable time and effort on the part of the Cable Secretariat and the divisions. It is the consensus of the divisions that the information is not worth it, since only rarely does anything of interest to headquarters appear.

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2. Consequently, effective 1 December 1964, the monthly forwarding to headquarters of copies of lateral cables as described above, including RADNOTES and cryptos, will be discontinued except as stated in paragraph 3, below. A forthcoming revision of [REDACTED] will revise paragraph 42 accordingly.

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3. To satisfy management concern that nothing of records value is lost, all stations and bases will continue to send by transmittal manifest via [REDACTED] channels each month copies of only those lateral cables which are concerned with operational matters and were not sent to headquarters electrically. When copies of lateral operational cables are received by the division they will be reviewed, marked for filing if indicated, or destroyed. We will experiment with this procedure for a period of six months during which it will be under continuing review. On the basis of our experience during this period, we may revise the requirement for submission on a monthly basis to a quarterly basis, or eliminate it altogether.

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4. A word of caution is in order, however. The field must be sure that the package of operational cables does not include, either in any single cable or in its totality, material that would constitute a pouch security violation.

5. The above changes in procedures in no way affect the responsibility of stations and bases to include DIR as an information addressee on all lateral cables transmitting operationally or administratively significant information.

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